

GOVERNMENT OF THE DISTRICT OF COLUMBIA

POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY

HUMAN RESOURCES ADMINISTRATION

Amended: Residency Requirement

ANNOUNCEMENT NO: CFSA-08-L088

POSITION: HUMAN RESOURCES
ADMINISTRATOR, MS 301-15

OPENING DATE: 7/8/08

CLOSING DATE: OPEN UNTIL FILLED

IF "OPEN UNTIL FILLED"
FIRST SCREENING DATE: 7/21/08

SALARY RANGE: \$98,285 - \$137,599 PA

WORK SITE: WASHINGTON, D.C.
PROMOTION POTENTIAL: NONE

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.
Monday – Friday

AREA OF CONSIDERATION: UNLIMITED

NO. OF VACANCIES: 1

AGENCY: Child and Family Services Agency (CFSA), Human Resources Administration (HRA)

DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

RESIDENCY REQUIREMENT: An person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

BRIEF DESCRIPTION OF DUTIES:

The Human Resources (HR) Administrator will be responsible for providing leadership, direction, development and administration of all aspects of the Agency's Human Resources Program and will provide policy advice to the CFSA Director and the Senior Deputy Director for Administration on all human resources issues. The HR Administrator will administer the functions of the HR Administration (HRA) through a subordinate staff of HR Generalists and support staff. Those functions will include: Total Rewards, Talent Management, Strategic Planning, Workforce Development, Employee and Labor Relations, and Employee Development and Training. Representative duties of the HR Administrator will include the following:

1. Maintain final authority for hiring, disciplinary action, and leave approval;
2. Plan and implement the agency's human resources policies and procedures;
3. Initiate, plan, and administer wage and salary policies and programs;
4. Determine components of agency's benefits program based on agency's directives, costs and employee needs; and
5. Participate in union negotiations and administer the union contract.

QUALIFICATION REQUIREMENTS:

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

SELECTIVE PLACEMENT FACTORS:

Master's Degree level in Human Resources or equivalent education and experience is preferred.

***IPMA-HR and/or SPHR certification is preferred.**

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Demonstrated experience in managing a comprehensive Human Resources Management Program requiring rapid response and changing resource requirements; Demonstrated ability to manage and direct the day-to-day activities of professional and support staff.
2. Requires extensive working knowledge of human resources management to include workforce planning, staffing and recruitment, compensation and benefits, labor and employee relations and Human Resource Information Systems (HRIS)
3. General knowledge of agency principles, methods and financial management cycle, to include budget, accounting, appropriation, and funding processes;
4. Comprehensive and demonstrated expertise and knowledge of Federal and state human resources laws, rules and regulations,
5. Excellent project management and MS office skills are essential
6. Superior oral and written communication skills to convey findings, advice, recommendations; and to develop policies, reports, strategies and special initiatives.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

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| TO APPLY: | MAIL TO: | Child and Family Services Agency Human Resources Administration 400 6th Street, SW Washington, DC 20024 | WALK-INS: | 955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024 |
| | FAX TO: | (202) 727-5750 | WEB SITE: | www.cfsa.dc.gov |
| | EMAIL TO: | cfsa.jobs@dc.gov | TELEPHONE: | (202) 724-7373 |

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.
